

Chesterfield Parks & Recreation Commission

Meeting Minutes

November 18, 2013

Present: Deb Bokum, Joanne Condosta, Traci Fairbanks, Jim Larkin, John Melvin, Melissa Metivier, Margaret Winn and Tim Sampson, architect

Meeting focus is on continuation of budget preparation for 2014 fiscal year as well as to hear presentation from Tim Sampson (architect).

Mr Sampson showed his architectural plans to redesign the Ware's Grove beach building/concession stand. Redesigning the building has been under consideration by the Commission, changing the direction the concession stand customer window would face toward the beach, and setting the ticket window up to be the first window the public encounters as they enter the beach area. Discussion ensued regarding Mr Sampson's architectural plans. No cost estimates are available tonight, but Mr Sampson will email the figures to Melissa tomorrow. Deb asks if Mr Sampson would be available to attend Wednesday's Selectmen's meeting to address potential questions, but he is unavailable to attend on this date. Mr Sampson will take into consideration the Commission's suggestions for changes and provide 2 different sizes of clean copies of the plans to Deb tomorrow for her to bring to Selectmen's meeting Wednesday. Mr Sampson departed after his presentation.

Discussion about warrant articles for 2014 began. Deb suggested the Commission ask the Selectmen if the Commission can take money from the current P&R Capital Reserve building fund and put toward structural changes to the beach building/concession stand. She will ask Rick to help write a warrant article asking for any additional amount (not covered by the existing Capital Reserve Fund) that the proposed changes might incur.

Deb asks how much money is in the tree fund and Margaret estimates \$9,300. Melissa reports that Tim Nichols Tree Service has advised that they will remove the remaining targeted trees (from the arborist report) as before, working collaboratively with the Town's Highway Department. Expected cost for this service is around \$1,000. This is less than previously expected, and the Commission decided against asking the Town for any additional funding for the expendable tree fund. Plan at present is to ask Selectmen to authorize expenditure for this service. Jim informs the Commission that any expenditure greater than \$500 will need quotes from at least 3 different providers. John asks Jim for a copy of the purchase policy. Margaret read from her treasurer's copy.

Traci shared the gist of her conversation with Attorney Paul Sanderson from the Legal Department of LGC regarding the legality of revolving checking accounts held by P&R. Attorney Sanderson referenced RSA 41:29 (1) [Duties of Elected and Appointed Town Treasurers] and RSA 35-B:2 [Tax and Appropriations]. It was explained that the Commission could collect fees and charges for recreation park services and facilities, and deposit them into either a special fund established for such purposes or into a recreation revolving fund established by vote of the legislative body. Presently, there is such a revolving fund, commonly referred to as the 'revolving soccer fund' used to sustain the soccer program. John motioned that the Commission re-name the currently known revolving soccer fund and call it the Programmatic Recreational Revolving Fund per RSA 35-B:2 II. Motion seconded by Joanne and the Commission unanimously voted to

adopt the new name. Traci added that Attorney Sanderson cautioned the Commission against building a tremendous kitty or run the risk of having it re-purposed to allay taxes. Jim suggested that Margaret get a report of all Programmatic Recreational Revolving Fund activity to maintain fiscal transparency. Traci reminded the Commission of Attorney Sanderson's description of the responsibilities of the Town Treasurer, who serves as the filter and custodian of this fund. The Commission would like the Town Treasurer to send a report of expenses and deposits to the Commission Chair.

Margaret presented her report for week ending November 9, 2013. Balance remaining is \$15,018.66 and she projects an estimated \$2,000 remaining to spend in bills. Margaret asks that bar codes for next year be corrected. This year the bar code template allowed cashiers to accidentally select the wrong bar code, leading to accountability confusion. Margaret also asked for a more timely collection of Rec Program fees, and cited receipt of payment for Rec Program fees toward the end of September. Melissa will examine outstanding soccer fees and report back next month.

John asks if the North Shore building work of replacing the window, repairing locks, checking roof, etc. has been done yet. Melissa reports that she has selected Rick Gauthier for these projects, but they have not been done yet. Jim asks that Melissa to make certain Mr Gauthier invoices all the services he does.

At 8:05pm, Traci moved to enter non-public session pursuant to NH RSA 91-A:3 II (a) and John seconded the motion. At 9:30pm, John moved to adjourn from non-public session and seal the minutes. Traci seconded the motion, and it carried.

Respectfully submitted,
Traci Fairbanks